

## LANGUAGE ACCESS ADVISORY COUNCIL (LAAC) MEETING MINUTES

Department of Labor and Industrial Relations  
Director's Conference Room 320  
830 Punchbowl Street, Honolulu, Hawai'i, 96813

Monday, March 07, 2016  
11:30 a.m. – 1:00 p.m.

**PRESENT:** Dominic Inocelda, Chair; Gerald Ohta, Vice-Chair; Helena Manzano, Ex-officio; Cathy Simmons for Bill Hoshijo, Ex-officio; Kirby Shaw for Francine Wai, Ex-officio; Patricia Harpstrite; Mary Santa Maria; Tina Takashy; Terrina Wong; Rebeca Zamora

**EXCUSED:** Lito Asuncion; Melba Bantay;

**STAFF/GUESTS:** Marsha Tamura, Civil Defense Division; JC Sison; Rebecca Gardner (OLA); Gail McGarvey (OLA)

AGENDA ITEM	DISCUSSION
<b>1. Call to Order</b>	The meeting was called to order at 11:45 AM with quorum by the Chair, Dominic Inocelda.
<b>2. Welcome and Introductions</b>	The Chair welcomed all present, including those participating by video/tele-conferencing and guests. The council and staff introduced themselves. Today's guests are Marsha Tamura from Hawaii Emergency Management Agency/Civil Defense Division and JC Sison, OLA student intern.
<b>3. Approval of Minutes of February 4, 2016 meeting</b>	The Chair asked if there were any corrections to the minutes. Kirby Shaw made a correction to delete the word "not" from his comment on page three. Terrina Wong noted spelling correction for February on page two. Becky Gardner asked for more time to read the minutes. Chair deferred approval of minutes for later.
<b>4. Executive Director's Report Updates/Activities</b>	<p>The Executive Director (ED) Helena Manzano, gave an oral report of the month's activities.</p> <ul style="list-style-type: none"><li>• <b>Legislature.</b> OLA House bills HB2226 and HB2227 passed FIN (Finance Committee) unamended and referred to WAM (Ways and Means).<ul style="list-style-type: none"><li>○ The companion Senate bills SB2284 and SB2285 passed CPH (Consumer Protection and Health) and referred to WAM. Both Senate bills died in committee - they did not get a hearing in WAM.</li></ul></li><li>• <b>Bridging the Gap (BTG) Training.</b> ED reported that there were 21 participants for Bridging the Gap Training being held March 4, 5, 11, 12 &amp; 19, 2016 from 8:00 am to 4:30 pm, at the Medical Education building, John A. Burns School of Medicine (JABSOM), Kakaako campus.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Student Intern.</b> Student intern, JC Sison, has been working on designing new OLA brochures.</li> <li>• <b>OLA Brochures.</b> ED distributed drafts of the two new OLA brochures, one designed for the LEP clients with a detachable “I Speak” card and the other for state-government agencies. Drafts of the brochures were distributed to the council. The council was asked to submit or share photos of diverse people; activities, etc. for the brochures. The council discussed various aspects of the brochure – i.e. narrative content, formatting, graphics, etc. ED asked council to email their feedback/suggestions to OLA by Monday, March 14, 2016. The Chair thanked student intern for his work on the brochures, noting the very favorable review by council members.</li> <li>• <b>LAAC Vacancies.</b> Tina Takashy and Linda Nuland passed their confirmation hearing. Their term is effective July 01, 2016.</li> <li>• <b>Hawaii Public Housing Authority</b> held a statewide training with Rebecca Gardner, OLA staff, who presented training on language access laws and compliance.</li> <li>• <b>Summer Intern.</b> OLA is also applying to get a summer intern through the Workforce Development Division/DLIR Summer Youth Employment Program. Candidates are selected through the Developmental Disabilities Division of DOH.</li> <li>• <b>LEP Report.</b> Department of Business, Economic Development &amp; Tourism (DBEDT) will have an LEP report update in late March/early April. The report will include LEP demographics and top languages spoken in the State.</li> <li>• <b>Administrative Rules for OLA.</b> ED reported that OLA staff is continuing work on drafting rules, focusing on complaint process next.</li> </ul>
<b>5. Report of the Chair</b>	<ul style="list-style-type: none"> <li>• The Chair reported that he submitted testimony of support for Senate bill SB2284 on behalf of the council.</li> </ul>
<b>6. Marsha Tamura, Hawaii Emergency Management, Civil Defense Division- Emergency Terminology Booklet</b>	<ul style="list-style-type: none"> <li>• <b>The Hawaii Emergency Management Agency</b> coordinates emergency response for the State and County agencies. They work with the counties and volunteer programs on language access and disaster preparedness in the communities.</li> <li>• <b>Emergency Terminology Booklet.</b> The agency is creating an Emergency Terminology Booklet which will aid the volunteers and field workers in communicating with LEP persons during a disaster or emergency. The City is funding the translation of the booklet in multi languages but funding is needed for printing costs. They plan to print approximately 4,000 booklets. OLA is being asked to co-sponsor on printing costs. <ul style="list-style-type: none"> <li>○ Drafts of the Emergency Terminology Booklet were distributed.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Several county and state agencies are co-sponsoring the project and their logos will be included in the booklet.</li> <li>○ After a lengthy discussion and questions about the booklet, Marsha Tamura asked the council to send feedback and suggestions by Tuesday, March 15, 2016.</li> </ul>
<b>7. Items for Discussion</b>	<p><b>OLA's Roster of Interpreters and Translators.</b> OLA received positive feedback from state agencies and the community but some problems were reported with the search functions. A question was raised about ASL interpreters. Becky Gardner explained that the law is for spoken language so ASL interpreters are not included in the registry.</p> <ul style="list-style-type: none"> <li>• Question was asked if there were ASL interpreters for the Chuukese language; no one is aware of any but Kirby Shaw will check with the ASL registry at DCAB.</li> </ul>
	<p><b>Planning for 2016 Annual Hawaii Conference on Language Access.</b> Terrina Wong reported.</p> <ul style="list-style-type: none"> <li>• The PIG met on February 4, 2016.</li> <li>• The Japanese Cultural Center, Manoa Grand Ballroom, is reserved for August 4 -5, 2016.</li> <li>• Theme: 10 years of Language Access in Hawaii.</li> </ul>
	<p><b>Update on LAAC Vacancies.</b> A spreadsheet of 17 LAAC seats was handed out, listing seat categories, member names and term dates.</p> <ul style="list-style-type: none"> <li>• ED reported that there are three applicants: one for Kauai County; one for an accredited institution of higher learning; and one for member-at-large. She noted that interested individuals can apply now for upcoming vacancies occurring in July 2016.</li> <li>• There are five council members whose term expire 6/30/2016. They are Dominic Inocelda, Gerald Ohta, Ms. Melba Bantay, Ms. Mary Santa Maria and Lito Asuncion.</li> </ul>
<b>8. Agenda Items for Next Meeting</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>9. Announcements</b>	<ul style="list-style-type: none"> <li>• Next Inter Agency Council (IAC) meeting will be on Thursday, March 24, 2016 @ 2:30 PM at Susannah Wesley Community Center.</li> <li>• Bridging the Gap for Medical Interpreter Training with Mary Santa Maria, continues on March 11, 12, &amp; 19, 2016 at the Medical Education on the Kakaako, JABSOM.</li> <li>• Mary Santa Maria said the DOH Disaster Preparedness will be having mosquito borne awareness outreach for Maui County.</li> <li>• Sue Zeng will be conducting language access staff training at Maui Memorial Hospital in March for their bilingual staff.</li> <li>• Tina Takashy announced the Celebrate Micronesia Festival at the Honolulu Museum of Arts, will be held Saturday March 19, 2016. It will be a day of art-making demonstrations, food, dance, film.</li> </ul>

	<ul style="list-style-type: none"> <li>• The festival will also celebrate Micronesian Women's Day on March 20, 2016. 1:00 to 4:00 pm.</li> <li>• Next LAAC meeting date and time to be announced. Some discussion of trying to get a better meeting date and time for everyone for monthly LAAC mtgs. Will survey council on dates and times for next meeting.</li> </ul>
<b>10. Adjournment</b>	The meeting was adjourned by Chair Inocelda at 1:00 PM.

Respectfully submitted by: Gail McGarvey